

## **2022 Spring Election Preparation**



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## **Introductions**

- Aaron Knautz- WisVote Trainer
- Patrick Brennan- WisVote Trainer
- Sarah Statz- WisVote Specialist
- Ann Oberle- WisVote Specialist
- Jeffrey Harrison- WisVote Specialist

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## Training Overview

- ✓Polling Places
- ✓Election Plans
- ✓Reporting Units
- ✓Ballot Styles
- ✓Data Quality
- ✓Poll Books
- ✓Questions

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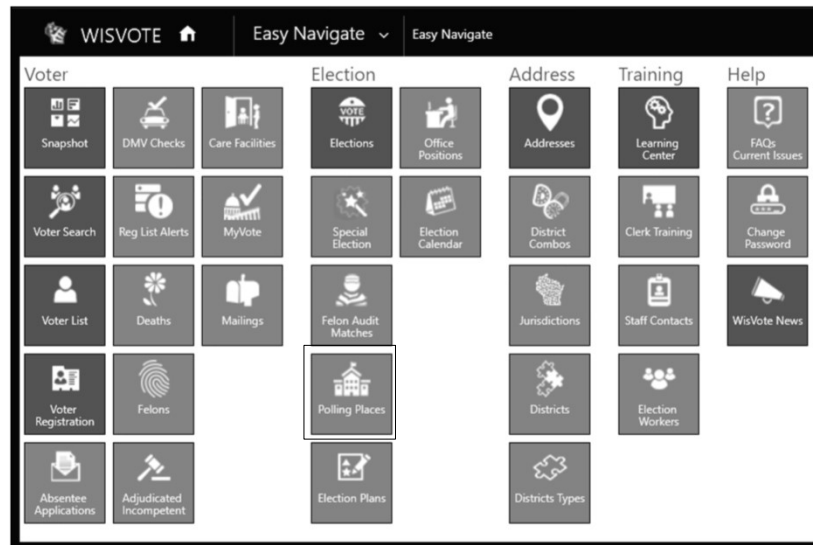
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## Polling Places

- Only assign 1 polling place to an address (unless polling place has multiple rooms used for voting)
- Election Plans may be adjusted to accommodate different polling place assignments for different elections or election types (wanting to combine locations for School District contests, contact WEC immediately for assistance)
- Prior to setting up Election Plan, review Polling Place locations (if applicable, new polling location should be added to WisVote via Polling Places tile before it can be included in Election Plan)
- Accurate polling place information essential and tied directly to MyVote Wisconsin

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WISVOTE					
Election					
Polling Places					
+ NEW   RUN REPORT   EXPORT TO EXCEL   CHART PANE					
My Active Polling Place Locations					
<input type="checkbox"/>	Polling Place Name	Polling Place Address	Jurisdiction	Primary Cont...	Phone
<input type="checkbox"/>	CELEBRATION MINIST...	3100 E EVERGREEN D...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	CROSS WALK CHURCH	2020 E JOHN ST, APPL...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	EMMANUEL UNITED ...	740 E COLLEGE AVE, A...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	FAITH MINISTRY CENT...	601 E GLENDALE AVE, ...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	FIRST CONGREGATIO...	724 E SOUTH RIVER S...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	FIRST ENGLISH LUTHE...	6331 N BALLARD RD, ...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	FIRST UNITED METHO...	325 E FRANKLIN ST, A...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	HOPE LUTHERAN BRE...	415 E HOOVER AVE, A...	CITY OF APPL...	Kristi King	920-832-6447
<input type="checkbox"/>	MEMORIAL PRESBYTE...	803 E COLLEGE AVE, A...	CITY OF APPL...	Kristi King	920-832-6447

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**POLLING PLACE LOCATION - INFORMATION**  
CELEBRATION MINISTRY CENTER (FAITH LUTHERAN CH...

City: CITY OF APPLETON  
Status: Active

**General**

**BUILDING DETAILS**  
Polling Place Name: CELEBRATION MINISTRY CENTER (FAITH LUTHERAN CHURCH)  
Building Type: Religious  
Voting Room: Gymnasium

**ADDRESS**  
Address: 1100 E BURGESS DR, APPLETON, WI 54911

Jurisdiction: CITY OF APPLETON - MULTIPLE COUNTIES  
Audited by State: No  
Date of Last State Audit: 2/18/2014

**FACILITY CONTACT DETAILS**  
Primary Contact: KIM KIM  
Phone: 920-832-6447

**USAGE HISTORY**

Reporting Units

Reporting Unit	Name	Election Type	Jurisdiction	Polling Place Name	Section
17	Ward 07	Spring Election and ...	CITY OF APPLETON - MULTIP...	CELEBRATION MINISTRY CEN...	
17	Ward 07	General Election	CITY OF APPLETON - MULTIP...	CELEBRATION MINISTRY CEN...	
17	Ward 07	Spring Primary - Dual	CITY OF APPLETON - MULTIP...	CELEBRATION MINISTRY CEN...	
17	Ward 07	Spring Election - Dual	CITY OF APPLETON - MULTIP...	CELEBRATION MINISTRY CEN...	
17	Ward 07	Partisan Primary	CITY OF APPLETON - MULTIP...	CELEBRATION MINISTRY CEN...	

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**WISVOTE** Election Polling Places

+ NEW RUN REPORT EXPORT TO EXCEL CHART BANE

My Active Polling Place Locations

**WISVOTE** Election Polling Places New Polling Place Lo...

SAVE SAVE & CLOSE NEW CANCEL

**POLLING PLACE LOCATION - INFORMATION**  
New Polling Place Location

**General**

**BUILDING DETAILS**  
Polling Place Name:   
Building Type:   
Voting Room:

**ADDRESS**  
Address:

Jurisdiction: CITY OF APPLETON - MULTIPLE COUNTIES  
Audited by State: No  
Date of Last State Audit:

**FACILITY CONTACT DETAILS**

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## Election Plans

- **Election Plans** tile (not Elections tile)
- Every election type is set up in WisVote

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## Election Plans

- Information contained generates correct ballot style(s)
- Correct election plans ensures MyVote users receive correct polling locations and sample ballots – cannot see until plan is set up

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## Reporting Units

- Verify with County how the electronic voting equipment is programmed to determine how to set up reporting units
- Plan will already be there for most municipalities
- Municipalities with population < 35,000 will create reporting units and assign each to a polling place
- Municipalities with population > 35,000 . . . WisVote will automatically create individual Reporting Units for each ward and will assign each ward to a polling place

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## Reporting Units

- Poll books will print by reporting unit
- Reporting units cannot combine Congressional, State Senate or State Assembly districts
- Reporting units cannot cross county lines

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Name	Election Type	Jurisdiction	Created On
City of APPLETON - General Election	General Election	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Partisan Primary	Partisan Primary	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Special Election	Special Election	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Special Partisan Primary	Special Partisan Primary	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Special Primary	Special Primary	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Spring Election (Even)	Spring Election - Even	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Spring Election (Odd)	Spring Election - Odd	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Spring Election and Presiden...	Spring Election and Pr...	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Spring Primary (Even)	Spring Primary - Even	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...
City of APPLETON - Spring Primary (Odd)	Spring Primary - Odd	CITY OF APPLETON - MULTIPLE...	1/4/2016 9:3...

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**WISVOTE** Election > Election Plans > City of APPLETON - ...

SAVE & CLOSE COPY PLAN INFORMATION CANCEL AUDIT HISTORY RUN WORKFLOW START DIALOG RUN REPORT

**ELECTION PLAN : INFORMATION**  
City of APPLETON - Spring Election (Even)

**General**

Name \* City of APPLETON - Spring Election (Even)  
Jurisdiction CITY OF APPLETON - MULTIPLE COUNTIES  
Election Type \* Spring Election - Even  
Owner \* CITY OF APPLETON - MULTIPLE COUNTIES

**Reporting Units**

Reporting Unit	Name	Election Type	Jurisdiction	Polling Place Name
1	Ward 1	Spring Election - Even	CITY OF APPLETON - MULTIP...	FIRST UNITED METHODIST C...
2	Ward 2	Spring Election - Even	CITY OF APPLETON - MULTIP...	FIRST UNITED METHODIST C...
3	Ward 3	Spring Election - Even	CITY OF APPLETON - MULTIP...	EMMANUEL UNITED METHO...
4	Ward 4	Spring Election - Even	CITY OF APPLETON - MULTIP...	EMMANUEL UNITED METHO...
5	Ward 5	Spring Election - Even	CITY OF APPLETON - MULTIP...	EMMANUEL UNITED METHO...
6	Ward 6	Spring Election - Even	CITY OF APPLETON - MULTIP...	EMMANUEL UNITED METHO...
7	Ward 7	Spring Election - Even	CITY OF APPLETON - MULTIP...	CROSS WALK CHURCH

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**WISVOTE** Election > Election Plans > Ward 1 >

SAVE SAVE & CLOSE CANCEL DEACTIVATE DELETE AUDIT HISTORY START DIALOG

**REPORTING UNIT : INFORMATION**  
Ward 1

**Reporting Unit**

**General Details**

Polling Place Name \* FIRST UNITED METHODIST CHURCH  
Election Plan \* City of APPLETON - Spring Election (Even)  
Jurisdiction \* CITY OF APPLETON - MULTIPLE COUNTIES  
Name Ward 1  
Reporting Unit Number 1

**Wards**

Name	District Number	Jurisdiction
City of Appleton - Ward 1	1	CITY OF APPLETON - MULTIPLE COUNTIES

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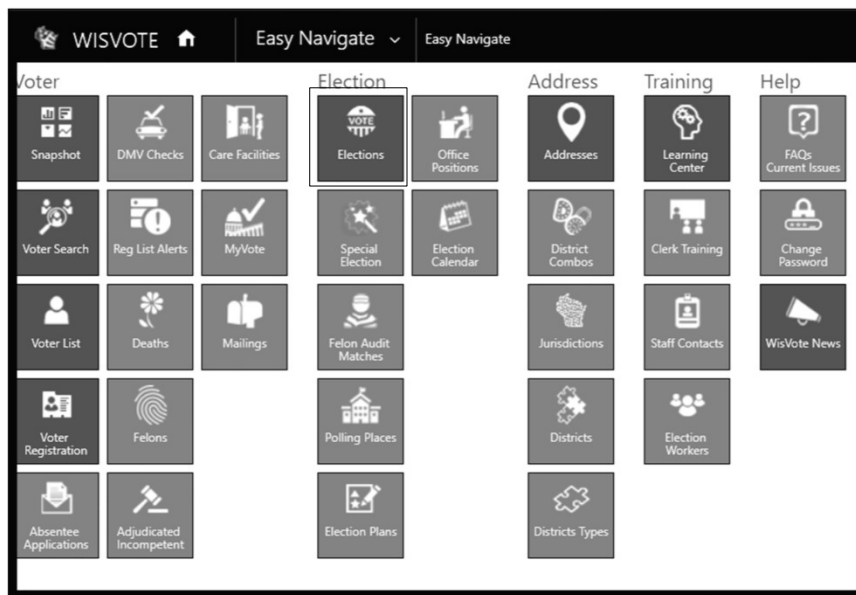


## Contests

Review contests and contact the WEC if there are any errors

17

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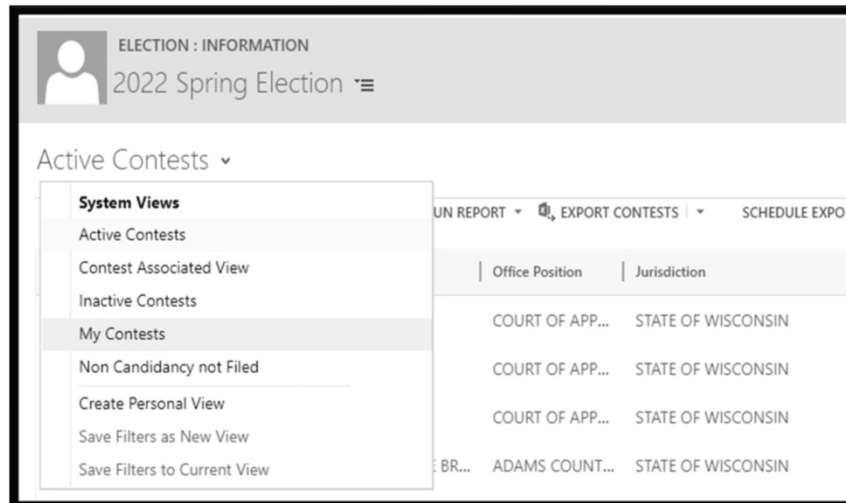
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## Ballot Styles

- Review Ballot Styles
  - Automatically created when an election is created
  - Re-generated after Contest Complete Checkpoint checked (if any new contests added)
  - To review Ballot Styles, use “compare” feature from Ballot Styles Associated View

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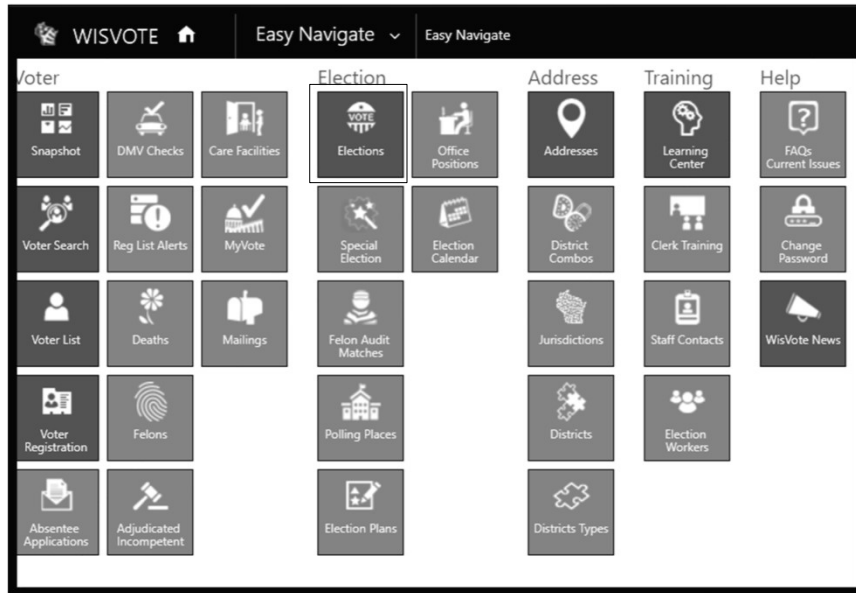
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## Ballot Styles

- If the County or State checks the Contests Complete checkpoint AFTER you have renamed your ballot styles, the ballot styles will be regenerated (if any new contests were added) . . . this will clear any previous names entered and you will need to rename them

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The screenshot displays the 'Election Information' page for the '2022 Spring Election'. The page includes a progress bar at the top and a 'General' section with various details.

**Election Progress:**

- ☒ Contests Complete
- ☒ Candidates Complete
- ☐ Provisionals Complete
- ☐ Poll Book Votes Recorded
- ☐ EDR Complete
- ☐ Reconciliation Complete
- ☐ Election Closed

**General:**

- Name: 2022 Spring Election
- Election Type: Spring Election - Even
- Owner: STATE OF WISCONSIN
- Jurisdiction: STATE OF WISCONSIN
- Election Date: 4/5/2022
- Government Level: State
- Registration Closed On: 3/16/2022
- Enabled VOP: No

**CONTENTS:**

- CANDIDATES
- ELECTION PLAN
- BALLOT STYLES

**Table:**

Name	Name on Poll	Election	Jurisdiction
CITY OF APPLETON BS 01	BS 01	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
CITY OF APPLETON BS 02	BS 02	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
CITY OF APPLETON BS 03	BS 03	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
CITY OF APPLETON BS 04	BS 04	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES

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BALLOT STYLE - FORM  
CITY OF APPLETON: BS 01

General

Name \* CITY OF APPLETON: BS 01

Name on Poll Book BS 01

Jurisdiction \* CITY OF APPLETON - MULTIPLE COUNTIES

Election \* 2022 Spring Election

Government Level State

Jurisdiction STATE OF WISCONSIN

Election Date 4/5/2022

Contests

Ballot	Name	Office Position	Jurisdiction	Num.
4,021	COURT OF APPEALS JUDGE DISTRICT 2	COURT OF APPEALS	STATE OF WISCONSIN	1
20,816	Calumet County Supervisor District 6	Calumet County	CALUMET COUNTY	1
701,...	Kimberly Area School District School Board M...		OUTAGAMIE COUNTY	2

District Combos

Reporting Units

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ELECTION : INFORMATION  
2022 Spring Election

My Active Ballot styles

COMPARE EDIT ACTIVATE DEACTIVATE ASSIGN BALLOT STYLES CHART PANE RUN WORKFLOW START DIALOG

	Name	Name on Poll ...	Election	Jurisdiction
<input checked="" type="checkbox"/>	CITY OF APPLETON: BS 01	BS 01	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 02	BS 02	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 03	BS 03	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 04	BS 04	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 05	BS 05	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 06	BS 06	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 07	BS 07	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 08	BS 08	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 09	BS 09	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 10	BS 10	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 11	BS 11	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 12	BS 12	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 13	BS 13	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 14	BS 14	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 15	BS 15	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES
	CITY OF APPLETON: BS 16	BS 16	2022 Spring Election	CITY OF APPLETON - MULTIPLE COUNTIES

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**ELECTION INFORMATION**  
2022 Spring Election

My Active Ballot styles

COMPARE EDIT ACTIVATE DEACTIVATE ASSIGN BALLOT STYLES

Name	Name on Poll	Election
<input checked="" type="checkbox"/> CITY OF APPLETON: BS 01	BS 01	2022 Spring Election
<input checked="" type="checkbox"/> CITY OF APPLETON: BS 02	BS 02	2022 Spring Election
<input checked="" type="checkbox"/> CITY OF APPLETON: BS 03	BS 03	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 04	BS 04	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 05	BS 05	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 06	BS 06	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 07	BS 07	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 08	BS 08	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 09	BS 09	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 10	BS 10	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 11	BS 11	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 12	BS 12	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 13	BS 13	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 14	BS 14	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 15	BS 15	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 16	BS 16	2022 Spring Election
<input type="checkbox"/> CITY OF APPLETON: BS 17	BS 17	2022 Spring Election

Report Viewer: Compare Ballot Styles - Google Chrome

wisvote.wi.gov/crmreports/viewer/viewer.aspx?action=compare

Contest	Ballot Styles	
	CITY OF APPLETON: BS 01	CITY OF APPLETON: BS 02
COURT OF APPEALS JUDGE, DISTRICT 1	X	-
COURT OF APPEALS JUDGE, DISTRICT 2	-	X
OUTAGAMIE COUNTY CIRCUIT COURT JUDGE BRANCH 1	-	X
OUTAGAMIE COUNTY CIRCUIT COURT JUDGE BRANCH 2	-	X
Cabaret Court Supervisor District 1	X	-
Outagamie County Supervisor District 1	-	X
Appleton Alverno District 1	-	X
Kimberly Area School District School Board Member	X	-
Appleton Area School District School Board Member	-	X

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## Data Quality

**\*\*PRIOR TO PRINTING POLL BOOKS\*\***

- Voter Registration List Alerts (duplicate, death, and felon alerts) to ensure accurate voter data
- Conduct DMV checks

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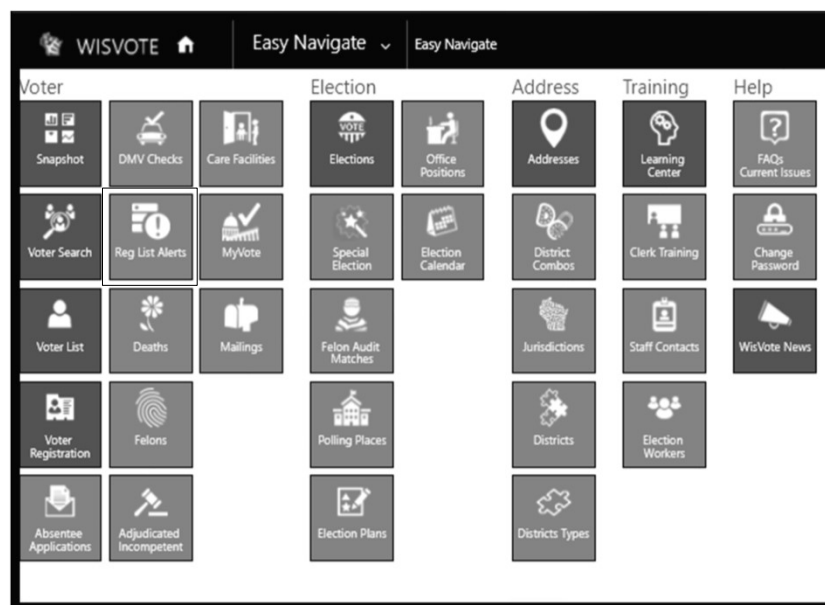
## Voter Data Quality

**\*\*PRIOR TO PRINTING POLL BOOKS\*\***

- Duplicate Voter Record Alerts
- Death Alerts
- Felon Alerts
  - Felon Alerts and Ineligible Voter List

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Needs Review - Active Voters

**System Views**

- Accepted List Alerts
- Declined List Alerts
- Needs Review - Active Voters
- Needs Review - Deaths
- Needs Review - Duplicates
- Needs Review - Felons
- Needs Review - Inactive Voters
- No Longer Applicable
- Voting Rights Restored
- Create Personal View
- Save Filters as New View
- Save Filters to Current View

Full Name	Date of Birth	Alert Type	Alert Status	Date Created
Russum, Austin A	7/9/1993	DUPLICATE	Review	3/12/2022 1:00 AM
Russum, Austin A	1/26/1971	DUPLICATE	Review	3/12/2022 1:00 AM

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WISVOTE

Voter > Reg List Alerts > Russum, Austin A

ACCEPT DECLINE CANCEL AUDIT HISTORY

REG LIST ALERT - CASE

Russum, Austin A

Date Created: 3/12/2022 1:00 AM

Registration List Alerts

VOTER	DUPLICATE
Full Name *	Russum, Austin A
Voter Reg Num	701743773
Home Address	620 N ONEIDA ST, APPLETON, WI 54911
DOB	7/9/1993
SSN	
DL	R250-0019-3249-02
Municipality *	CITY OF APPLETON - MULTIPLE COUNTIES
Voter Status *	Active
Voter Status Reason	Registered

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## Voter Data Quality

**\*\*PRIOR TO PRINTING POLL BOOKS\*\***

Running your ineligible voters list.

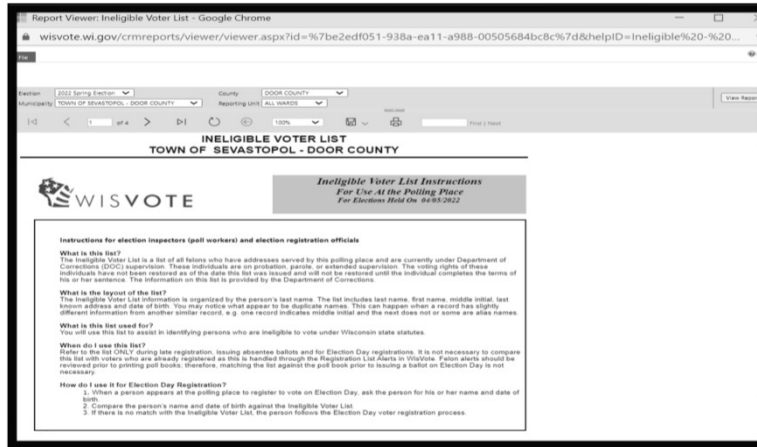
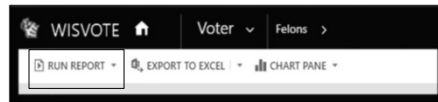
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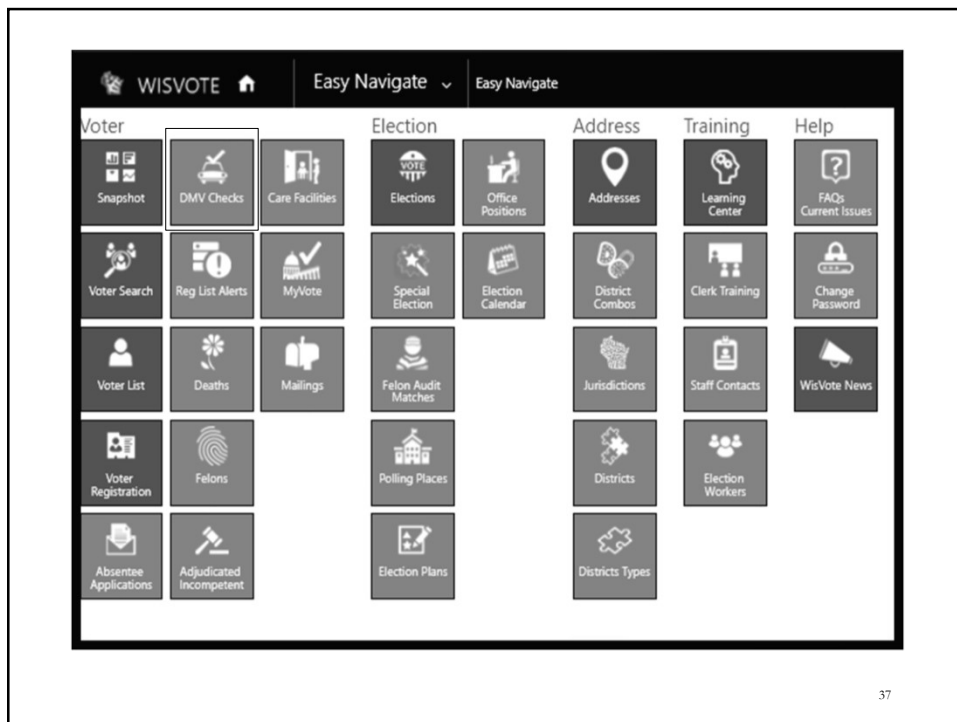
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## DMV Checks

- Run any time there is a new voter registration
- Run anytime there is something updated in the Name, DOB, DL, or SSN
- Run on nightly basis
- Run only for data quality, not as a test for voter eligibility

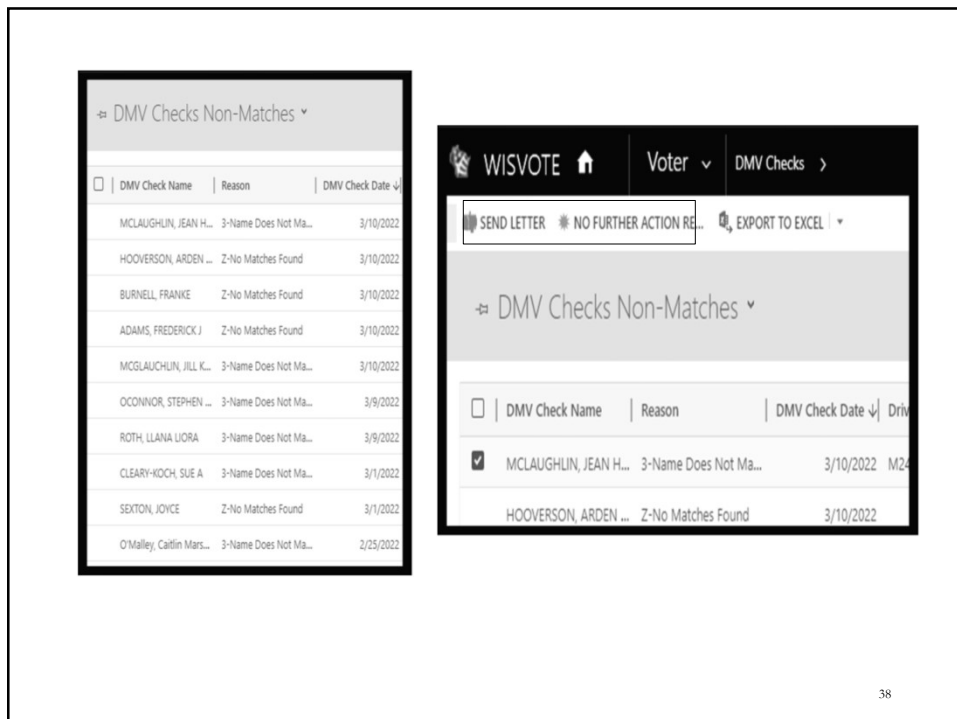
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The screenshot shows the WISVOTE application interface. At the top, there's a navigation bar with 'WISVOTE' and a home icon, followed by a dropdown menu showing 'Voter', 'DMV Checks', and a breadcrumb for 'MCLAUGHLIN, JEAN ...'. Below this is a toolbar with buttons: 'SEND LETTER', 'NO FURTHER ACTION RE...', 'SAVE & CLOSE', 'CANCEL', and 'AUDIT HISTORY'. The main content area is titled 'DMV CHECKS: CASE' and 'MCLAUGHLIN, JEAN HELEN'. Underneath, there's a section 'DMV Check Details' which contains two panels. The left panel, 'VOTER INFORMATION', lists fields: DU/ID (M242-4862-3903-09), Full Name (MCLAUGHLIN, JEAN HELEN), First (JEAN), Middle (HELEN), Last (MCLAUGHLIN), DOB (11/3/1923), and SSN (a masked field). The right panel, 'DMV INFORMATION', lists: DMV Check Date (3/10/2022), Reason (3-Name Does Not Match), and fields for First, Middle, Last, DOB, and SSN, all of which are masked.

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## Poll Book Reminders

- If you rename ballot styles, do so before printing poll books
- If ballot styles have been renamed earlier, check them again before printing poll book
- Recommend that you wait 7 days after close of registration to print poll books

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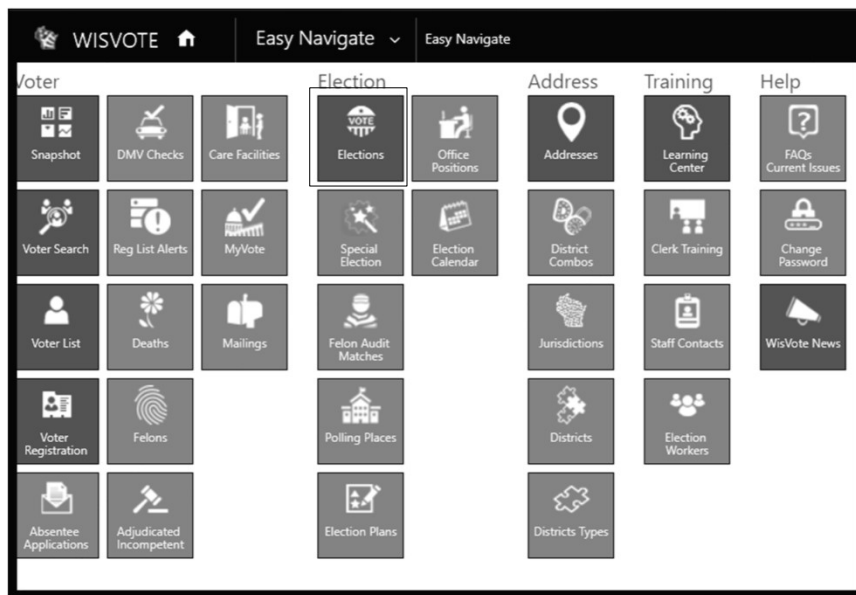
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## Ways to Print Poll Books

- Single
- Bundling
  - Generates multiple polls book files with a single request

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ELECTION : INFORMATION  
2022 Spring Election

**General**

Name *	2022 Spring Election		
Election Type *	Spring Election - Even	Owner *	STATE OF WISCONSIN
Jurisdiction	STATE OF WISCONSIN	Election Date	4/5/2022
Government Level	State	Registration Closed On	3/16/2022
		EnabledVIP	No

[CONTESTS](#)  
[CANDIDATES](#)  
[ELECTION PLAN](#)  
[BALLOT STYLES](#)

POLL BOOKS - Poll Books will not be available to print until 20 days before the election.

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**POLL BOOKS**

Poll Book ...	Name	Municipality	Reporting Unit	Polling Place	Total Number	Total Absentee	Total At Polls	Total EDR Parti	Total Participa	Print
1	Ward 1	CITY OF MADISON - ...	Ward 1	City of Madis...	2,101	1,380	502	79	1,882	SYS
2	Ward 2	CITY OF MADISON - ...	Ward 2	HENDERSO...	1,181	679	362	45	1,041	SYS
3	Ward 3	CITY OF MADISON - ...	Ward 3	CITY CHURCH	892	564	248	15	812	SYS
4	Ward 4	CITY OF MADISON - ...	Ward 4	CITY CHURCH	646	399	199	10	598	SYS
5	Ward 5	CITY OF MADISON - ...	Ward 5	ELVEHIEM EL...	1,063	672	298	22	970	SYS
6	Ward 6	CITY OF MADISON - ...	Ward 6	ELVEHIEM EL...	1,916	1,197	520	52	1,717	SYS
7	Ward 7	CITY OF MADISON - ...	Ward 7	Messiah Lut...	1,212	868	229	37	1,097	SYS
8	Ward 8	CITY OF MADISON - ...	Ward 8	Steamfitters ...	2,207	1,378	565	86	1,943	SYS
9	Ward 9	CITY OF MADISON - ...	Ward 9	Steamfitters ...	3,402	2,309	699	169	3,008	SYS
10	Ward 10	CITY OF MADISON - ...	Ward 10	KENNEDY EL...	1,640	1,073	447	37	1,520	SYS

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**WISVOTE** Election > Elections > Ward 1 >

CANCEL EDIT PRINT POLL BOOK AUDIT HISTORY RUN REPORT

POLL BOOK : INFORMATION

Ward 1

**General**

Election	2020 General Election
Name *	Ward 1
Municipality	CITY OF MADISON - DANE COUNTY
Reporting Unit	Ward 1
Polling Place	City of Madison Fire Station 14
Owner *	CITY OF MADISON - DANE COUNTY

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Report Viewer: Pollbook - Poll List by Last Name - Google Chrome

wisvote.wi.gov/crmreports/viewer/viewer.aspx?action=filter&helpID=Poll%20List%20by%20Last%

PollbookID: 115981584-E20D-EB11-A99D-00505

Election: 2020 General Election - 03 Nov 2020  
District(s): Ward 1

CITY OF MADISON - DANE COUNTY City of Madison Fire Station 14

**Certification of Administrator**

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Meagan Wolfe

*Meagan Wolfe*

Wisconsin Elections Commission Administrator

**Certification**

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WISVOTE Election Elections > 2020 General Election

Common

- Absentee Applications
- Absentee Ballots
- Provisional Ballots
- Ballot styles
- Voters
- Badger Books
- Batch Ballot Requests
- Reporting Units
- Poll Book
- Audit History
- Election Reconciliation...
- MyVote Pending Ap...
- Contests
- Election Workers As...
- Felon Audit Matches
- Generate Reports
- Election Specific Elec...
- Combined Positions
- Inspectors' State...
- Election Checkpoints
- Election Specific Abs...
- Political parties
- EDR Postcards
- Election Participations
- Candidates
- Voter Registration H...

ELECTION : INFORMATION  
2020 General Election

My Active Poll Book

PRINT POLL BOOK BUNDLE POLL BOOKS BUNDLE INELIGIBLE LIST CHART PANE RUN WORKFLOW RUN REPORT EXPORT POLL BOOK SCHEDULE EXPORT

<input type="checkbox"/>	Poll Book	Name	Municipality	Reporting Unit	Polling Place	Total Number	Total Absentee	Total At Polls P...	Total EDR Parti...	Total Pa...
<input checked="" type="checkbox"/>	1	Ward 1	CITY OF MADISON...	Ward 1	City of Mad...	2,101	1,380	502	79	
<input checked="" type="checkbox"/>	2	Ward 2	CITY OF MADISON...	Ward 2	HENDERSO...	1,181	679	362	45	
<input type="checkbox"/>	3	Ward 3	CITY OF MADISON ...	Ward 3	CITY CHUR...	892	564	248	15	
<input type="checkbox"/>	4	Ward 4	CITY OF MADISON ...	Ward 4	CITY CHUR...	646	399	199	10	
<input type="checkbox"/>	5	Ward 5	CITY OF MADISON ...	Ward 5	ELVEHIEM E...	1,063	672	298	22	
<input type="checkbox"/>	6	Ward 6	CITY OF MADISON ...	Ward 6	ELVEHIEM E...	1,916	1,197	520	52	
<input type="checkbox"/>	7	Ward 7	CITY OF MADISON ...	Ward 7	Messiah Lut...	1,212	868	229	37	

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WISVOTE Election Elections > 2020 General Election

Common

- Absentee Applications
- Absentee Ballots
- Provisional Ballots
- Ballot styles
- Voters
- Badger Books
- Batch Ballot Requests
- Reporting Units
- Poll Book
- Audit History
- Election Reconciliation...
- MyVote Pending Ap...
- Contests
- Election Workers As...
- Felon Audit Matches
- Generate Reports
- Election Specific Elec...
- Combined Positions
- Inspectors' State...
- Election Checkpoints
- Election Specific Abs...
- Political parties
- EDR Postcards
- Election Participations
- Candidates
- Voter Registration H...

Generate Report Associated View

+ ADD NEW GENERATE RE... + ADD EXISTING GENERAT... CHART PANE RUN REPORT EXPORT GENERATE REP... SCHEDULE EXPORT

<input type="checkbox"/>	Name	Municipality	Is Auto Sched...	Status	Created On
<input type="checkbox"/>	Pollbook :CITY OF MADISON - DANE COUN...	CITY OF MADISON - DANE COUNTY	No	Pending	3/14/2022 12:2...

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## Absentee Applications, Ballots, and Printing

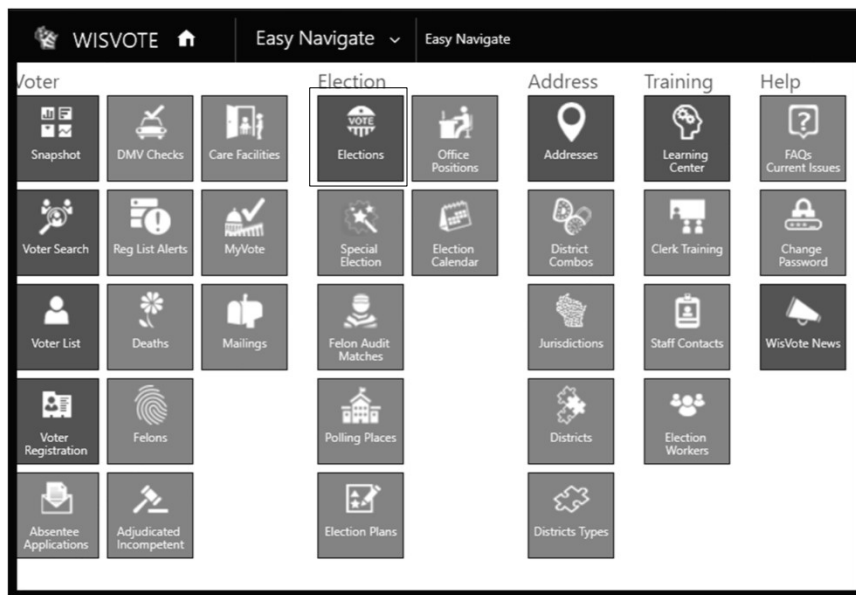
The WisVote workflow

Trouble Shooting

Printing labels

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The screenshot shows the WISVOTE application interface. The top navigation bar includes 'WISVOTE', 'Election', and 'Elections > 2022 Spring Election'. The 'Common' menu is open, displaying various options like 'Absentee Applications', 'Absentee Ballots', 'Provisional Ballots', 'Ballot styles', 'Voters', 'Badger Books', 'Batch Ballot Requests', 'Reporting Units', 'Poll Book', 'Audit History', 'Election Reconciliation', 'MyVote Pending Applications', 'Contexts', 'Election Workers Applications', 'Felon Audit Matches', 'Generate Reports', 'Election Specific Elections', 'Combined Positions', 'Inspectors' Statements', 'Election Checkpoints', 'Election Specific Absentee Applications', 'Political parties', 'EDR Postcards', 'Election Participations', 'Candidates', and 'Voter Registration History'.

The 'Absentee Application Associated View' dropdown menu is open, showing a list of system views. The first five views are: 1. My Active Absentee Applications, 2. Pending Absentee Applications, 3. Declined Absentee Applications, 4. Accepted Absentee Applications, and 5. My Inactive Absentee Applications. Below these are several other views including 'Absentee Application Associated View', 'Active Absentee Voters View', 'All Absentee Applications', 'Indefinitely Confined Absentee Applications', 'Military Absentee', 'Military Absentee Applications', 'No Ballots Issued', 'Permanently Overseas Absentee Applications', 'Regular Absentee Applications', 'Create Personal View', 'Save Filters as New View', and 'Save Filters to Current View'.

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ELECTION : INFORMATION  
2022 Spring Election

Absentee Application Associated View

ADD NEW ABSENTEE AP... ISSUE BALLOTS ISSUE BATCH BALLOTS CHART PANE RUN REPORT EXPORT ABSENTEE APPL... SCHEDULE EXPORT

<input type="checkbox"/>	Name	Voter Type (No.)	Absentee Per...	Application Source...	Absentee ...	Application Type	Batch Tag	Care Facility Name	Ballot Del...
	Harks, Kathryn M	Regular	Current Elec...	Online	Active	Regular			Mail
	Powell, Antoinette M	Regular	Current Elec...	Online	Active	Regular			Mail
	Conrad, Lillie Latimer	Regular	Current Elec...	Online	Active	Regular			Mail
	Zaleski, Aimee A	Regular	Current Elec...	Online	Active	Regular			Mail
	Frankson, Vernon L	Regular	Current Elec...	Online	Active	Indefinitely Con...			Mail
	Orth, Kathleen M	Regular	Current Elec...	Online	Active	Regular			Mail
	Secor, Willard J JR	Regular	Current Elec...	Online	Active	Regular			Mail
	Secor, Monica J	Regular	Current Elec...	Online	Active	Regular			Mail
	Wallace, Kathleen M	Regular	Current Elec...	Online	Active	Regular			Mail
	Wallace, Thomas E	Regular	Current Elec...	Online	Active	Regular			Mail

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1. My Active Absentee Applications

<input type="checkbox"/>	Name	Home Address	Voter Type	Application Source	Application T...	Ballot Delivery M...	Batch Tag	Care Facility Nam...	District Combo (H...	Absentee Per...
	Rusch, Richar...	514 S STORY ST, ...	Regular	Online	Regular	Mail	27		45201-027-0147-1	Calendar Year
	Abitz, Ila W	42 FIESTA CT APT ...	Regular	Mail	Indefinitely C...	Mail	21		45201-021-0147-1	All Future Ele...
	Abitz, Susan E	42 FIESTA CT APT ...	Regular	Online	Indefinitely C...	Mail	21		45201-021-0147-1	All Future Ele...
	Abraham, Ma...	618 E MCARTHUR...	Regular	Online	Regular	Mail	17		45201-017-0147-1	Calendar Year
	Abraham, Pet...	618 E MCARTHUR...	Regular	Online	Regular	Mail	17		45201-017-0147-1	Calendar Year
	Ackerman, D...	1120 S SCHAEFER...	Regular	Online	Indefinitely C...	Mail	9		45201-009-0147-1	All Future Ele...
	Ackerman, EL...	1120 S SCHAEFER...	Regular	Online	Indefinitely C...	Mail	9		45201-009-0147-1	All Future Ele...
	Ackman, Joan...	1500 LORAIN CT, ...	Regular	Online	Indefinitely C...	Mail	29		45201-029-0147-1	All Future Ele...
	Ackman, Rob...	1500 LORAIN CT, ...	Regular	Online	Indefinitely C...	Mail	29		45201-029-0147-1	All Future Ele...
	Acra, Muriel J...	5715 N MEADE S...	Regular	Mail	Indefinitely C...	Special Voting De...	Primrose	PRIMROSE	45201-020-0147-1	All Future Ele...
	Acy, Caitlyn	3220 E LAKE PARK...	Regular	Online	Regular	Mail	15		08201-015-2835-1	Calendar Year
	Acy, Christop...	3220 E LAKE PARK...	Regular	Online	Regular	Mail	15		08201-015-2835-1	Calendar Year
	Adams, Barba...	2105 N NICHOLA...	Regular	Mail	Indefinitely C...	Mail	35		45201-035-0147-1	All Future Ele...
	Adams, John ...	425 E CIRCLE ST, ...	Regular	Online	Indefinitely C...	Mail	42		45201-042-0147-1	All Future Ele...
	Adams, Kath...	942 E WINDFIELD ...	Regular	Mail	Indefinitely C...	Mail	43		45201-043-0147-1	All Future Ele...
	Adams, Lindy...	425 E CIRCLE ST, ...	Regular	Online	Indefinitely C...	Mail	42		45201-042-0147-1	All Future Ele...

1 - 50 of 3224 (0 selected)

All # A B C D E F G H I J K L M N O P Q R

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## Why are the numbers different?

- Absentee Applications tile has all applications for every election. We call these the “Parent” applications. Parent applications then create “Child” applications that get pulled into the specific election.
- Was an Indefinitely Confined cleanup performed and were the removed applications also deactivated in the Absentee Application tile?
- Are the Contest and Candidates Complete checkpoints selected with the municipality and the County?

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## Issuing Ballots and Printing Labels

WISVOTE Election Elections > 2020 Partisan Primary

Common

- Absentee Applications
- Absentee Ballots**
- Provisional Ballots
- Badger Books
- Batch Ballot Requests
- Reporting Units
- Election Reconciliation
- MyVote Pending Ap...
- Contests
- Felon Audit Matches
- Generate Reports
- Election Specific Elec...
- Inspectors' Stateme...
- Election Checkpoints
- Candidates
- EDR Postcards
- Election Participations
- Ballot styles

ELECTION : INFORMATION  
2020 Partisan Primary

Election Date  
8/11/2020

Search Results

MARK BALLOTS AS RETU... SET BALLOTS SENT DATE RECORD RETURNED BALL... LETTERS MARK BALLOTS AS NOT ... DEACTIVATE DETECT DUPLICATES CHART PANE

Name	Application Ty...	Election Name...	Ballot Delivery...	Ballot Type...	Ballot Style	Ward	Ballot Num...	Created On	Date Ballot Sent	Date Ballot Re...	Ballot Status
Rigby, Eleanor	Regular	2020 Partis...	Mail	Official	CITY OF MI...	City of Mi...	1	7/23/2020 ...	7/23/2020		Active

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DELETE ABSENTEE BALLOT

- Detect Duplicates
- Chart Pane
- Run Workflow
- Start Dialog
- Run Report**
- Export Absentee Ballots

Run on Selected Records

- Absentee Ballot Certificate
- Absentee Labels dymo**
- Absentee Labels sheet

Select Records

Select which records you want to use in this report.

Report: Absentee Labels dymo  
Description: Absentee Labels dymo - Main Report

Use these records:

- ☐ All applicable records
- ☒ The selected records
- ☐ All records on all pages in the current view

Run Report Cancel

Do NOT select  
"All applicable  
records"

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WISVOTE

Election

Elections > 2020 Partisan Primary

Common

Absentee Applications

Absentee Ballots

Provisional Ballots

Badger Books

Batch Ballot Requests

Reporting Units

Election Reconciliati...

MyVote Pending Ap...

Contests

ELECTION : INFORMATION

2022 Spring Election

Batch Absentee Request Associated View

ADD NEW BATCH BALLO...

CHART PANE

RUN REPORT

EXPORT BATCH BALLOT

SCHEDULE EXPORT

Description	Batch Status	Original Application...	Original Ballot Cou...	Batch Name
Ward 41	Ready to Print	28	28	41
Ward 40	Ready to Print	23	23	40
Ward 39	Ready to Print	28	28	39
Ward 38	Ready to Print	2	2	38
Ward 37	Ready to Print	7	7	37
Ward 36	Ready to Print	21	21	36
Ward 35	Ready to Print	43	43	35
Ward 34	No records meet your criteria			34
Ward 33	Ready to Print	4	4	33
Ward 32	Ready to Print	18	18	32

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WISVOTE

Election

Elections > Ward 40

PRINT LABELS

PRINT BALLOT LIST

CANCEL

AUDIT HISTORY

BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST

Ward 40

Batches will include all applications that exactly match all criteria. • New ballots will not be issued if an active ballot already exists.

Batch Name \*

Ward 40

Set Ballot Sent Date

LOCK

Jurisdiction

CITY OF APPLETON - MULTIPLE COUNTIES

Election \*

2022 Spring Election

PRINT LABELS

PRINT BALLOT LIST

CANCEL

AUDIT HISTORY

BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST

Ward 40

Batches will include all ap

Batch Name \*

Ward 40

Set Ballot Sent Date

LOCK

Jurisdiction

CITY OF

Election \*

2022

Filters

Batch Tag on Application \*

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Absentee Ballot Mailing Layouts

Select Absentee ballot mailing layout :

Certificate

Dymo Printer

Sheet Labels

OK

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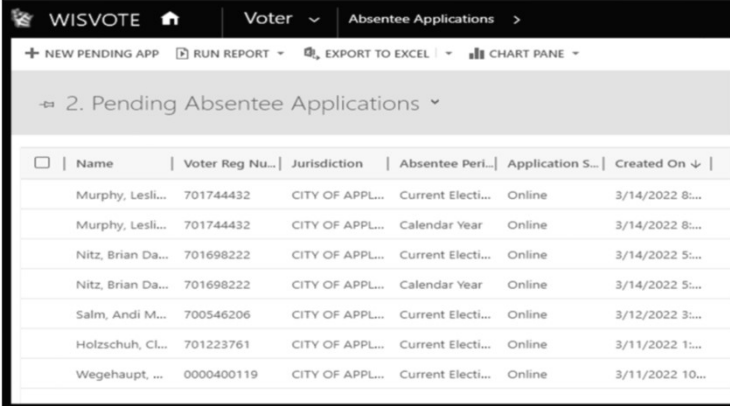
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## MyVote!

- Online registration ends at 11:59 on Wednesday, March 16<sup>th</sup>.
- Spring election Absentee applications ends at 5:00 PM on March 31<sup>st</sup>.
- Military Absentee requests ends at 5:00 PM on April 1<sup>st</sup>.

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The screenshot shows the WISVOTE web application interface. At the top, there's a navigation bar with 'WISVOTE', a home icon, and a dropdown menu for 'Voter'. Below this, there's a sub-header 'Absentee Applications' with a right-pointing arrow. A toolbar contains links for '+ NEW PENDING APP', 'RUN REPORT', 'EXPORT TO EXCEL', and 'CHART PANE'. The main content area is titled '2. Pending Absentee Applications' with a dropdown arrow. Below this is a table with columns: Name, Voter Reg Nu..., Jurisdiction, Absentee Peri..., Application S..., and Created On. The table lists seven pending applications.

<input type="checkbox"/>	Name	Voter Reg Nu...	Jurisdiction	Absentee Peri...	Application S...	Created On ↓
	Murphy, Lesli...	701744432	CITY OF APPL...	Current Electi...	Online	3/14/2022 8:...
	Murphy, Lesli...	701744432	CITY OF APPL...	Calendar Year	Online	3/14/2022 8:...
	Nitz, Brian Da...	701698222	CITY OF APPL...	Current Electi...	Online	3/14/2022 5:...
	Nitz, Brian Da...	701698222	CITY OF APPL...	Calendar Year	Online	3/14/2022 5:...
	Salm, Andi M...	700546206	CITY OF APPL...	Current Electi...	Online	3/12/2022 3:...
	Holzschuh, Cl...	701223761	CITY OF APPL...	Current Electi...	Online	3/11/2022 1:...
	Wegehaupt, ...	0000400119	CITY OF APPL...	Current Electi...	Online	3/11/2022 10:...

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Absentee Application		Application Type*	Application Source*	Effective Start Date
 <b>Murphy, Leslie B</b>		Regular	Online	5/14/2022
<b>Voter Status *</b> <input checked="" type="checkbox"/> Active <b>Confidential Voter Status</b> <input type="checkbox"/>		<b>Batch Tag</b> _____ <b>Care Facility Name</b> _____		
<b>Voter Type *</b> Regular <b>Home Address *</b> 2030 E PLANK RD UNIT 11, APPLETON, WI 54915 <b>District Combo *</b> 00021-014-040-1 <b>Email Address</b> _____ <b>Phone Number</b> _____ <b>Parent Absentee Application</b> Murphy, Leslie B		<b>Jurisdiction *</b> CITY OF APPLETON - MULTIPLE COUNTIES <b>Photo ID Provided</b> <input type="checkbox"/>		
<b>Ballot Delivery Info</b> <b>Ballot Delivery Method *</b> Mail <b>Different Absentee Address</b> <input type="checkbox"/>		<b>Election Info</b> <b>Absentee Period *</b> Current Election <b>Name of Election</b> 2022 Spring Election		
<b>Photo ID</b> <div> <div> <b>Photo ID acceptable</b> <input type="checkbox"/>  <b>Decline Reason</b> <input type="text"/> </div> </div>				

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